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WAR FOOD ADMINISTRATION  
COMMODITY CREDIT CORPORATION  
OFFICE OF SUPPLY  
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 35.1

Processing of ICC Authorities Referring Commodities for Sale

I Purpose

A. The purpose of this memorandum is to establish the method to be used in processing authorities of the Inventory Control Committee involving referral of commodities for sale.

II Issuance of ICC Sales Authorities

A. All ICC actions involving referral of commodities for sale will be supported by ICC authorities issued as follows:

1. Sale of WFA food commodities to be issued as regular ICC actions covered by ICC action numbers.
2. Sale of surplus food commodities belonging to other agencies to be issued as ICC "S" actions.

III Receipt and Handling of ICC Sale Authorities

A. Sales authorities shall be received in duplicate by the Shipping and Storage Branch.

1. One copy of the authority shall be sent to the Branch representative on the Inventory Control Committee.
  - a. This copy shall be circulated to the Chief and Assistant Chief of the Branch and thereafter retained for record purposes in the files of the Committee representative.
2. One copy of the authority shall be sent to the Chief of the Storage Division whereafter it shall be referred to the appropriate commodity unit.
  - a. Upon receipt of the authority, the commodity unit shall earmark the lots designated for sale by physically separating the car cards from the inventory files.
  - b. The car cards thus segregated shall be clearly marked "Earmarked for Sale. See ICC action number ."
  - c. The copy of the ICC authority shall then be filed within the unit.

IV Requests for Withdrawal of Sales Authorities

- A. Requests for withdrawal of sales authorities must be addressed to the Inventory Control Committee.
  1. Withdrawal may be granted by Committee action or by the Committee Chairman. Withdrawal approval must be confirmed by memorandum in duplicate.
    - a. One copy of the memorandum shall be sent to the Chief of the Storage Division, so that the earmarked commodities may be placed back into the active inventory.
    - b. One copy shall be retained by the Branch representative on the Inventory Control Committee.



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Acting Chief, Shipping and Storage Branch

Distribution Code "A"  
March 22, 1945

WAR FOOD ADMINISTRATION  
Commodity Credit Corporation  
Office of Supply

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Shipping and Storage Branch Memorandum No. 35.1

REGIONAL INVENTORY OF COMMODITIES

I General

- A. The Regional Shipping and Storage Offices will be responsible for the maintenance of inventory records for all positions of the commodities owned by the Office of Supply, CCC. These inventory records will be kept for (1) operating and (2) reporting purposes.
- B. Regional Shipping and Storage Offices will assume responsibility for the inventory beginning August 15, 1945. In the meantime the commodities grouped presently in the six Commodity Units, Storage Division, in Washington will be taken into the regional inventory on a weekly basis over a period of six weeks. The Commodity Unit schedule is as follows:
  - 1. Fresh Fruits and Vegetables - - - - - June 25, 1945
  - 2. Dairy and Poultry - - - - - July 2, 1945
  - 3. Livestock and Meats Products - - - - - July 9, 1945
  - 4. General Commodities - - - - - July 16, 1945
  - 5. Canned Edible Products - - - - - July 23, 1945
  - 6. Grain Products - - - - - July 30, 1945

II Inventory Information Needed by the Washington Office

- A. Records will be kept in Regional S & S Offices for the periodic reporting to Washington of the total inventory and status of programs by commodity and region, as follows:
  - 1. Vendor availability
  - 2. Warehouse availability
  - 3. Ordered but not shipped to storage
  - 4. Enroute to storage
  - 5. Ordered but not shipped to program
  - 6. Enroute to program
  - 7. Arrived (for program only)
  - 8. Lifted (for program only)

Distribution Code "A"  
June 15, 1945

### III Operating Records

- A. Region of destination will prepare car cards. The car cards will be prepared from the telegraphic reports of shipment from the region of origin or from the shipper in case the region of destination is also the region of origin. Complete information for identification purposes for each car or lot shipped will be recorded on car cards. When car cards are prepared, they will be maintained by commodity and position of the car or lot for operating purposes.
- B. Purchase Abstracts, Form FDA-755, will be used in Regional S & S Offices to maintain operating records of vendor availability. Vendor ticket information will be posted in the columns provided for this purpose.
  1. For operating and reporting purposes, the commodities available from processors will be considered vendor availability.
  2. Procurement and Price Support Branch will distribute copies of purchase abstracts prepared in Washington to the Shipping and Storage Branch, from which point, distribution will be made to the Regional S & S Offices involved. When the commodity delivery date is relatively close to the date of the receipt of purchase abstracts, complete abstract information will be forwarded to the appropriate Regional S & S Office by teletype. In case a purchase abstract covers more than one F. O. B. point and the F. O. B. points are in different regions, a copy of the abstract will be furnished all the regions involved. Purchase abstracts upon which action is to be taken will be stamped "Action Copy". Abstracts to Midwestern, Southwestern, and Western Regions will be sent airmail. Periodic lists of abstracts issued to the regions will be prepared and furnished the regions as a check on the receipt of abstracts.
  3. Purchase abstracts which are prepared in Regional Procurement and Price Support Divisions will be delivered directly to the Regional S & S Offices. In such instances, S & S in Washington will secure a copy of the abstracts from Procurement and Price Support Branch for record purposes only. When the commodity is to be moved to storage, Regional S & S Offices will request the Storage Division in Washington for territorial location of storage. In case an abstract so delivered involves F. O. B. points located in other regions, the Regional S & S Office receiving the abstract will be responsible for sending a copy of the abstract to the appropriate region.

### IV Reporting Records

- A. Individual Warehouse Inventory Control, Form CCC-192, will be kept in Regional S & S Offices to currently provide summary information on individual warehouse availability. Information to be posted on this form will be taken from inbound and outbound tickets and from Inventory Control Committee's numbered memoranda.

- B. State Inventory Control, Form CCC-193, is designed to give summary information on commodities available in warehouses by state. The information to be posted on this form will be taken from the Individual Warehouse Inventory Control, Form CCC-192.
- C. Control of Ordered but Not Shipped to Warehouse, Form CCC-207, is designed to give summary information on ordered but not shipped commodities to storage. The information to be posted on this form will be taken from order tickets covering movements into storage and from car cards prepared from telegraphic reports of shipment.
- D. Enroute Control, Form CCC-208, is designed to give summary enroute information on shipments to storage. The information to be posted on this form will be taken from car cards prepared after receipt of telegraphic reports of shipment and from wire receipt reports from warehouses.
- E. Summary Vendor Availability, Form CCC-346, is designed to give summary vendor availability information by state. The information to be posted on it will be taken from purchase abstracts and from those columns on purchase abstracts in which vendor ticket information is posted.
- F. Request for Delivery, Form CCC-140, will be prepared in Regional S & S Offices of origin when program shipping instructions are received from the Storage Division in Washington. Form CCC-140 will be used for maintaining ordered but not shipped and enroute to program information. The information to be posted on this form will be taken from order tickets and telegraphic reports of shipment. The Program Management Division in Washington will furnish a copy of Forms CCC-140 to the Regional S & S Offices of destination. In order to report the status of programs, destination regions will post information on this form from telegraphic reports of shipment and arrival and lifted reports from port offices.

V Inventory Reporting to Washington by Regional S & S Offices

- A. As of the close of business on the 20th day of each month, or whenever a special report is requested by the Chief, Shipping and Storage Branch, the Regional S & S Offices will prepare the Regional Program Status Report, Form CCC-347, and the Regional Availability Report, Form CCC-348, to furnish the inventory position information for each commodity and program.
  - 1. Regional Program Status Report, Form CCC-347, is designed to give status of programs by destination regions. The information to be posted on this form will be secured from the Request for Delivery, Form CCC-140. The original of the report when completed will be sent airmail to the Chief, Program Management Division in Washington.
  - 2. Regional Availability Report, Form CCC-348, will be used to report inventory information for commodities by regions. The information to be recorded thereon will be taken from the State Inventory Control.

Form CCC-193, Control of Ordered but Not Shipped to Warehouse,  
Form CCC-207, Enroute Control, Form CCC-208, and from the Summary  
Vendor Availability, Form CCC-346. The original of the report  
when completed will be sent airmail to the Chief, Storage Division  
in Washington.

*H. T. Gause*  
Chief, Shipping and Storage Branch

Distribution Code A

